

BY ORDER OF THE COMMANDER



SAFB SUPPLEMENT 1

AFI 31-401

15 November 1999

Security

MANAGING THE INFORMATION SECURITY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 31-401, 1 January 1999, is supplemented as follows:

1.3.4. The Chief, Security Forces, 82d Security Forces Squadron (82 SFS/CSF) is the Information Security Program Manager (ISPM) for all assigned and supported units.

1.3.5.1. Personnel appointed as a primary or alternate security manager must not be in upgrade training and, at a minimum, should have an on-station retainability of one year, at the time of the appointment. Individuals designated as primary/alternate security manager will also be appointed as primary/alternate unit Security Awareness, Training, and Education (SATE) manager. Both appointments may be included in one letter. Forward a copy of appointment letters to 82 SFS/SFAI, Stop 221. The letter must include the individual's full name, rank, security eligibility (clearance), organization, office symbol, and duty telephone number.

1.3.6.4. Attendance at security manager meetings is mandatory. The security manager or representative must attend. Notification of any missed meeting will be sent to the unit commander.

1.4.2. Sheppard ISPM will conduct program reviews on an annual basis for all activities or units.

1.4.3. All units or activities will conduct semiannual security self-inspections to evaluate information security program effectiveness.

1.4.3.1. Unit commanders and equivalents will appoint an individual E-5 or above other than the security manager, to perform self-inspections.

1.4.3.2. (Added)(SAFB) Security managers will brief the individual(s) conducting the inspection on the scope of the unit or staff agency information, personnel and industrial security program. Checklists and the report format are available from the NCOIC, Information Security.

1.6.1. Submit waiver requests, inquiries, or changes to this supplement to 82 SFS/SFAI.

5.5. Forward requests for Nondisclosure Agreement (NdA) status changes in the Personnel Data System to Personnel Security, 82d Security Forces Squadron (82 SFS/SFAI, Stop 221). Requests must include the name, grade and social security number (SSAN) of each individual affected.

5.5.1.4. Security managers will send civilian NdAs to Civilian Personnel (82 MSS/DPCS) located at Bldg 402.

5.13.3. Activities storing classified material will maintain a copy of the SAFB Emergency Protection and Removal of Classified Material Guidelines (Attachment 1) for the emergency protection and removal of classified material. Post this information on or adjacent to each separately located security container. It must be placed in a folder and not in plain view.

5.14.1. The 82d Training Wing Command Post (82 TRW/CP), located in Bldg 430, is the designated storage area for Top Secret, Secret, and Confidential classified material in the possession of transient personnel. Material for storage must be presented either to the shift supervisor on duty or the alternate supervisor.

5.18.5. (Added)(SAFB) For Secret or Confidential equipment installed aboard nonpriority aircraft, installation or activity commanders perform no security measures if the owner or user stays with the aircraft. During periods aircraft are unattended, owner/users must contact the Security Forces Control Center at 6-2981 to arrange for periodic checks after hours.

5.19 Identify all classified storage containers and secure storage rooms in unit security operating instructions. Chiefs of major staff offices are responsible for numbering containers under their control.

5.24.1 If maintenance or assistance is required on classified storage containers and the cost is under \$2,500, the squadron may use the IMPAC. If the cost is \$2,500 or more, submit a written request on an AF Form 9, **Request for Purchase**, to the 82d Contracting Squadron, Contract Repair Section (CONS/LGCV/Stop 204). The request must state the service is to be performed on a classified storage container and only United States citizens or immigrant aliens who have been the subject of at least a favorable National Agency Check may be used. Do not allow such assisting personnel access to the new combination.

5.25 Preventative maintenance and inspection requirements stated in AFTO 00-20F-2 will be accomplished every five years for safes and every two years for vaults by qualified personnel.

Each approved security container, including locking mechanism, will be thoroughly inspected for cleanliness and serviceability prior to being placed in use. Maintenance personnel will make a record of each inspection and/or type of maintenance afforded each container in use on AFTO Form 36, **Maintenance Record For Security Type Equipment**. AFTO Form 36, with required information will be kept inside of the locking drawer or door of each container.

5.29. The disintegrator located in Bldg 25 is available for destroying classified material. Contact the 82d Communications Squadron, Records Management Element (82 CS/SCBR), at 6-4243 to arrange for use of the disintegrator.

5.29.1. For purchase and/or approval of shredders, security managers will contact 82 SFS/SFAI.

9.3.2.1. Provide the inquiry official's letter of appointment to Information Security, 82d Security Forces Squadron (82 SFS/SFAI).

9.3.2.3. Contact 82 SFS/SFAI for briefings.

10. (Added)(SAFB) Submit waiver requests, inquiries, or changes to this supplement to 82 SFS/SFAI.

10.1. (Added)(SAFB) To ensure review, the signature block of the NCOIC, Information Security will be added to the OI.

★11. (Added)(SAFB) History of instruction: Previously known as *DoD 5200.1-R/AFR 205-1/STRW Sup 1*, 30 Nov 93. The instruction was changed 30 Sep 95 to reflect current number.

TIMOTHY J. KAUFMAN, Colonel, USAF
Vice Commander

Attachment:

SAFB Emergency Protection and Removal of Classified Material Guidelines

*Attachment 1***SAFB EMERGENCY PROTECTION AND REMOVAL
OF CLASSIFIED MATERIAL GUIDELINES**

IAW **DODR 5200-1** and **AFI 31-401**, this attachment outlines the procedures and responsibilities necessary to safeguard classified material due to natural disasters, civil disturbances, enemy actions, or other situations classified as an emergency, which may necessitate the implementation of procedures for the increased protection and possible relocation of classified materials, or the actual destruction of classified material, to prevent compromise. These procedures are applicable to attached tenant units, unless otherwise specified at the time of emergency by their parent command. These procedures do not apply to Communications Security (COMSEC) material.

A1. Responsibilities. The Installation Commander directs the implementation of emergency relocation/destruction of classified material based on civil disorder, terrorist threat/activities or enemy action.

A1.1. Emergency Protection. Secure classified material inside authorized containers. Secure large bulky items not normally maintained in storage containers in a designated storage area.

A1.2. Fire. In case of fire, if classified material can be safely removed from the facility, authorized personnel transport classified material to the 82 TRW Command Post (CP)/Bldg 430. CP personnel will store it until the owner agency can reassume protection. After the emergency is terminated, owner agency personnel will inventory all classified material. If the classified material cannot be removed safely, secure it in proper containers before departing the area.

A1.3. Post unarmed unit guards around a facility housing classified material when it is damaged to the extent it cannot be secured.

A1.4. Post unarmed unit guards near the location of classified material when emergency protection procedures are directed by installation commander based on terrorist threat/activities or civil disturbance.

A1.5. Ensure guards have sufficient knowledge to prevent unauthorized removal of classified material.

A2. Emergency evacuation for enemy attack:

A2.1 On-base: Relocation elsewhere on base is not feasible for activities possessing a large volume of classified material/equipment. Activities will remain in place and be prepared for relocation operations as dictated by the situation. Classified material should only be relocated as a last resort when it is safe and prudent to do so without potential compromise of the classified material.

A2.2 Off-base: Relocation of classified material off-base is not authorized at this installation.

A3 Place a copy of this attachment with supplemental instructions on or near each classified material storage container/area. Ensure the attachment is covered and not in plain view.